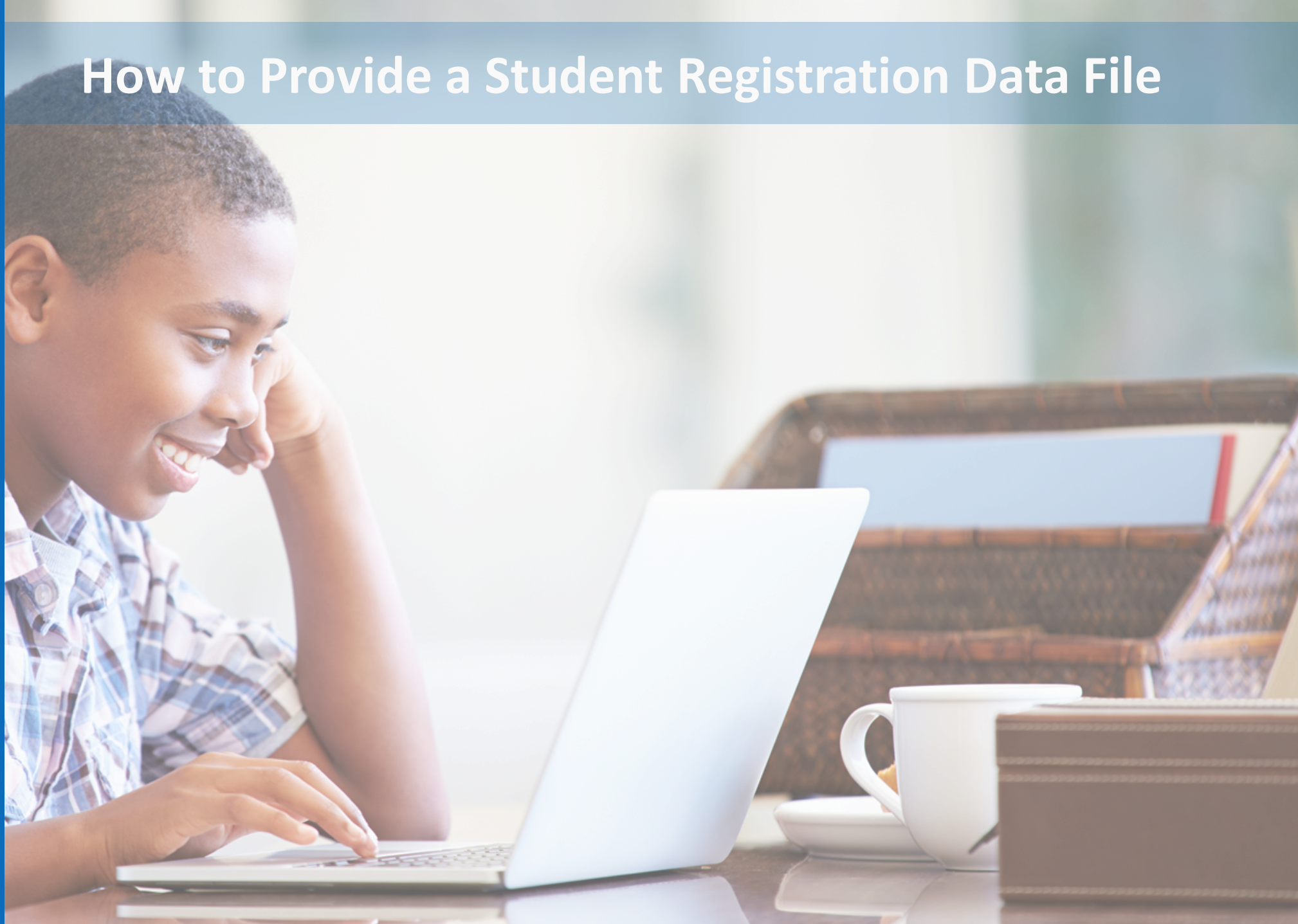




How to Provide a Student Registration Data File

**Texas
Formative
Assessment
Resource
(TFAR)**



TFAR Important Dates

- Registration opens **August 27, 2020**
- TFAR launches **August 31, 2020**



District Registration Overview

- Districts that choose to participate in the optional Texas Formative Assessment Resource (TFAR) must register, including those districts who participated in the optional End-of-Year (EOY) or Beginning-of-Year (BOY) assessments.
- Districts must also submit a data file. This data file will provide the classroom level data necessary to group teachers and students together.
- Each district will have a Secure File Transfer Protocol (SFTP) site with a TFAR folder to post/transmit TFAR data files. If the district participated in BOY, the SFTP credentials will be the same.

Formative Assessment Resource Registration Process

Step 1



Districts submit the TFAR Registration [webform](#).

Step 2



District Testing Coordinator (DTC) receives access to their TFAR SFTP folder.

Step 3



DTC uploads initial registration data to SFTP site. Data may be uploaded into the Schoolnet platform nightly.

Step 4



Unique Campus Testing Coordinator (CTC) SFTP accounts are generated.

Schoolnet user logins are generated for DTC, CTC's, and Teachers.

TFAR District Registration Form

- Located on the [TEA Texas Formative Assessment Resource](#) webpage.



Resources

- Formative Assessment Resource FAQs (Coming Soon)

Webinar

This webinar is intended for testing coordinators and curriculum coaches who would like to learn more about the Texas Formative Assessment Resource (TFAR). A recording of the webinar will be provided on this webpage.

Date: August 24, 2020

Time: 1:00pm

Please click the link to join the webinar: <https://zoom.us/s/92006096495>

Or join by phone: 346-248-7799

Webinar ID: 920 0609 6495

Training Materials

- TFAR Webinar (PDF Coming Soon)
- TFAR Webinar (Recording Coming Soon)
- TFAR Registration Webform (Coming Soon)
- TFAR Registration Video (Coming Soon)

TFAR SFTP Site

- The DTC will receive an email with credentials to the SFTP secure site.
- One login will be provided for the district folder
- Once registration data is submitted and loaded, one login will be provided for each campus folder.
- <https://sftp2.schoolnet.com/>



The screenshot shows the login page for File Server Serv-U. The header features the Serv-U logo and the text "File Server Serv-U". The login area has a purple background and contains the following fields and controls:

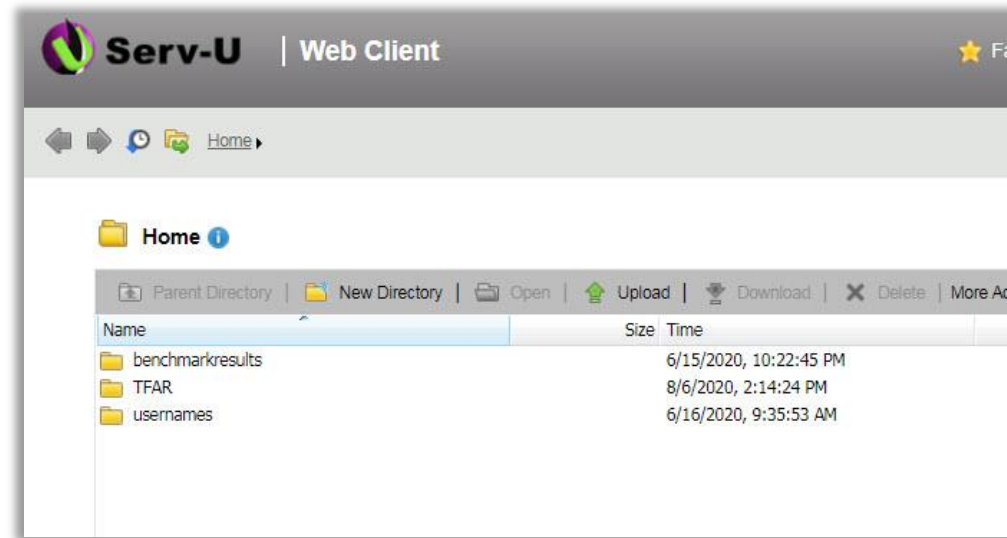
- Login ID:
- Password:
- Language: (dropdown menu)
- ☐ Remember me
- Login button

At the bottom, a footer line reads: "Serv-U 15.1.6.25 © 1995 - 2020 SolarWinds Worldwide, LLC. All rights reserved."

User Account Distribution

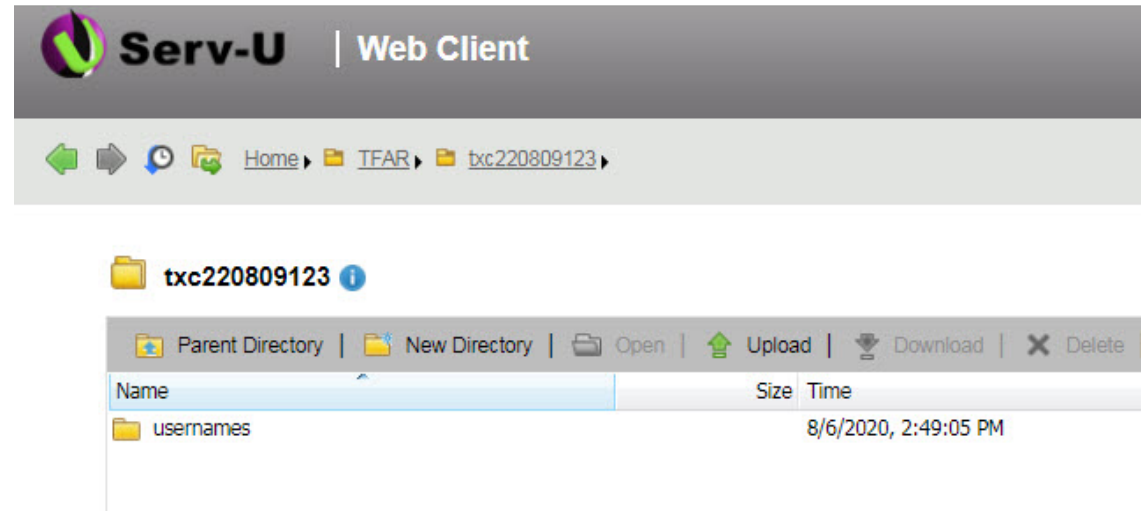
- CTC SFTP account credentials will be posted to TFAR folder in SFTP site, DTC will distribute SFTP credentials to CTCs or designated campus support personnel. The CTC or designated campus support personnel can then log into SFTP to access campus Schoolnet user accounts and also post data. (for their campus ONLY)
- Schoolnet User Login Distribution
 - DTC/CTC(full set) Schoolnet credentials will be posted to usernames folder on SFTP. (DTC access only)
 - CTC and Teacher Schoolnet credentials will be posted to campus usernames folder on SFTP. (Individual campus only)

SFTP Folder Structure for DTC



- **Benchmarks folder:** This folder will contain BOY data for those districts who participated.
- **TFAR folder:** Districts should use this folder to submit registration files and view campus SFTP folders (initial and ongoing) after registration.
- **Usernames folder:** All credential related files for district

SFTP Folder Structure for CTC



- **Campus Folder:** This folder will be nested in the district TFAR folder and will be named using the CDC number. Campuses should use this folder to submit registration files and view campus user credentials.
- **Usernames folder:** All credential related files for campus.

District Registration

- Districts must use the TFAR student/teacher registration file format to register students and teachers.
- Upon successful registration file upload, using the required registration file format, the district, campus, and its participating teachers will be set up in Schoolnet within 72 hours.
- Districts should check their SFTP username folder within 72 hours to view campus/teacher credentials.

Data Fields

Field Description	Required	Field Length	CSV File Column
GRADE-LEVEL-CODE Valid Values: 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Yes	2	A
CAMPUS-ID-OF-ENROLLMENT County/District/Campus Number	Yes	9	B
DISTRICT-NAME	Yes	50	C
CAMPUS-NAME	Yes	50	D
STUDENT-CODE Either a Student's PEIMS ID number or a state approved alternative ID number consisting of an "S" followed by eight digits.	Yes	50	E
STUDENT-LAST-NAME Valid values: A-Z; a-z; hyphen; apostrophe; embedded spaces	Yes	50	F
STUDENT-FIRST-NAME Valid values: A-Z; a-z; hyphen; apostrophe; embedded spaces	Yes	50	G
SEX-CODE M = Male F = Female	Yes	1	H

Data Fields

Field Description	Required	Field Length	CSV File Column
DATE-OF-BIRTH YYYY-MM-DD	Yes	10	I
SCHOOL-DATE-ENROLLED School entry date YYYY-MM-DD	Yes	10	J
SCHOOL-DATE-WITHDRAWN School exit date YYYY-MM-DD	No*	50	K
STAFF CODE If providing a local ID that might not be unique across the state, it will be concatenated with the district/school code to make it unique.	Yes	50	L
STAFF-EMAIL-ADDRESS This is the email address the teacher Schoolnet login will be sent to.	Yes	50	M
STAFF-LAST-NAME	Yes	50	N
STAFF-FIRST-NAME	Yes	50	O

Data Fields

Field Description	Required	Field Length	CSV File Column
COURSE-CODE Valid Values for 3-8: ELA, MATH, WRITING, SCIENCE, SOCIAL STUDIES Valid Values for EOC: A1, BI, E1, E2, US -'HMR' is also acceptable for ELEM (grades 3-5, if students are not broken out by subject area) '-One course code sent per record	Yes	50	P
SECTION-CODE SECTION/CLASSROOM ID (These can be as desired by District/Teacher, e.g. Math 01, Math 02, Math 03, So data is broken out by classroom).	Yes	50	Q
SECTION-DATE-ENROLLED Necessary for mobility, e.g. movement from one teacher to another. YYYY-MM-DD	Yes	10	R
SECTION-DATE-WITHDRAWN Necessary for mobility, e.g. movement from one teacher to another. YYYY-MM-DD	No*	10	S

Initial File Submission

The registration file must include the required data elements and be saved as a CSV file.

- The file format and a sample file can be found on TEA's TFAR webpage.
- The initial file must be submitted by the DTC and named: DISTRICTCODE.CSV (e.g. 999999.CSV).
- Staff email address will be used for teacher account distribution and must be completed accurately.
- In the first submission, withdrawal dates will be empty. These will only be added when students leave the district, move to a different campus/section or another section within the campus.

Ongoing File Submission



Teacher classroom data must be current.

Why? Data will need to be provided on a regular basis to address student mobility and new enrollments.



Frequency: As often as nightly if using a SIS vendor; however, a district with very limited mobility may post updated files on a weekly or biweekly basis.



Ongoing File Submission



Teacher classroom data must be current.

How?

- **District Level:** DTC can set up an automatic job to perform a nightly extraction of the file from the SIS to the SFTP site. Data will then be processed and refreshed each night in Schoolnet.



- **Campus Level:** Alternatively, CTCs can provide updated files for their campus only via their SFTP accounts. This data will still need to be provided from the source system (e.g. SIS) to ensure data accuracy and consistency.

Ongoing File Submission

- File submissions must be **CUMULATIVE**, meaning it must contain all data records from the beginning of the school year to current.
 - Withdrawal dates should be added to applicable records as students leave, move within District/Campus. These records remain in the file.
 - If a student is new, moving to a different section or campus/section, records would be added with applicable enrollment date.
- File Name Convention:
 - First file and if provided ongoing by DTC – maintain same file name used with initial submission. DISTRICTCODE.CSV (e.g. 999999.CSV).
 - If provided by CTC files must be submitted with following Name: CAMPUSCODE.CSV (e.g 9999999999.CSV)

Teacher Credentials



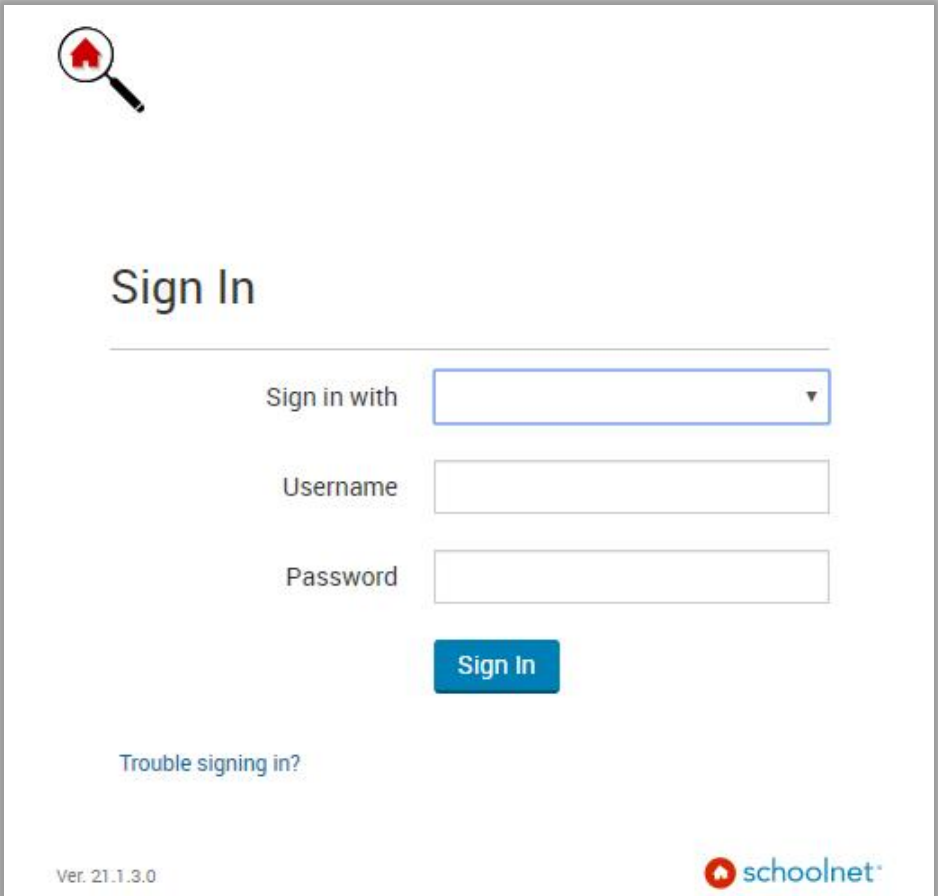
- Teacher accounts (associated with applicable student/sections) are automatically generated in the Schoolnet system.



- Each teacher will receive an email at the email address included in the registration file. Email will include teacher username, temporary password, and link to Schoolnet.
 - Schoolnet Login Credentials will also be available to the DTC/CTC on the SFTP site as a csv file.

Sign In

- All users must select their district from the “Sign in with” dropdown.
- When the DTC, CTC, and teacher logs in to Schoolnet for the first time, they will be prompted to change their password.



The screenshot shows the Schoolnet Sign In interface. At the top left is a magnifying glass icon over a red house. Below it, the text "Sign In" is centered. The form contains three input fields: "Sign in with" (a dropdown menu), "Username", and "Password". A blue "Sign In" button is positioned below the password field. At the bottom left, there is a link "Trouble signing in?". At the bottom right, the version "Ver. 21.1.3.0" is displayed next to the Schoolnet logo, which consists of a red circle with a white play button icon and the text "schoolnet".

Teacher Password

- In addition to the email sent to the teacher, a user credential file will be updated nightly and posted to each campus folder in the SFTP site.
- The CTC for that campus may access this folder to help support teachers with log in information, if needed. Once a teacher has changed their password it will show up as an * in the file and not be displayed.
- If a teacher has forgotten their password, they may contact Pearson support.

Non-participating Districts



- A teacher will not be able to register individually. A district or campus level testing coordinator will need to be able to extract data file from source SIS system.
- If a teacher wants to participate, they should talk to DTC or CTC to see if they are willing to provide data in the required format. A DTC will need to complete registration and submit the initial data file. Please note this data will need to be updated and submitted regularly to adjust for student mobility.



Resources and Support



Resources and Support

- To find TFAR FAQs and Training Materials, visit the [TFAR](#) webpage.
- Schoolnet Training Materials are located within the platform. It is important that users complete the Essentials trainings prior to creating tests or items.
- For questions and assistance regarding the information in this presentation, contact the Customer Service Center by calling 800-627-0225.



Essential Training Materials		
Assessment Literacy Module*		
Required Methods Module*		
Welcome to Schoolnet: General Navigation & Online Help		
Training Plan and Teacher Checklist		
*Denotes CPE Hours Awarded Upon Completion		
Additional Training Materials		
Area of Interest	Recommended	Supplemental
Creating a Test	Assessment Creation in Schoolnet TEKS in Schoolnet	Creating an Express Test Answer Key Only Tests Co-Authoring Schoolnet Assessments Co-Authoring Schoolnet Assessments (Video)
Creating an Item	Basics of Item Creation Test Item Tips & Troubleshooting	Item Banks in Schoolnet (Video) Special Features for Math Items Using the Equation Editor (Video) Gridded Items Creating Gridded Items (Video) Foreign Language Support Open Response Items and Rubrics
How to Administer a Test	Scheduling & Assigning Assessments Student Username and Passwords Administering TestNav Online Assessments Student Online Testing Experience (Document) (Video)	Printing Answer Sheets Document Camera Requirements
How to Score a Test	Scoring Schoolnet Assessments	Answer Sheet Scanning: Document Camera
Student Reports	Getting Started with Classroom Level Reporting	Classroom Level Standards Analysis Report Classroom Level Item Analysis Report Standards Performance Report
Technical Support	Schoolnet Technical Requirements	



Questions?

Submit general
questions to:
[Student Assessment
HelpDesk](#)

For specific questions,
contact Pearson at:
(800) 627-0225



Thank you!

